

INSTRUCTIONS FOR VENDED OR SATELLITE PRODUCTION RECORD FOR SMI REVIEW WEEK

CK – CENTRAL KITCHEN OR VENDOR RK – RECEIVING KITCHEN OR SCHOOL

1. **Site Name:** Record the name of the site or school.
2. **Date:** Record the date.
3. **Meal Type:** Check off meal type (breakfast or lunch).
4. **Preparation School Signature:** Signature of person preparing or packing meal at central kitchen/vendor.
5. **Receiving School Signature:** Signature of person receiving meal at receiving site/school.
6. **Type of Food Service:** Indicate if meal components are pre-portioned by central kitchen or vendor (pre-portioned) or if meal components are sent in bulk from vendor or central kitchen (bulk).
7. **Total Number of Reimbursable Meals Served:** Record the total number of reimbursable meals served for breakfast or lunch.
8. **Menu Item:** List each menu item sent as part of the reimbursable meal. **Include condiments.**
9. **Recipe or Product Name or Number** - Record the standardized recipe number used (i.e. *recipe #28*). All local recipes must be assigned numbers. For purchased food items that are not “recipes”, list the brand name of product (i.e. Goldkist Chicken Nuggets) purchased.
10. **Grade Group(s)** – Indicate the appropriate grade group used for meal planning at the school/site. Select from the chart below. (Do not indicate grade levels of enrolled students at the school/site.)
 - **Note:** If serving all children the same portion size (i.e. K-8 school), the higher grade grouping (7-12) must be used for all grades when planning menus.
 - If only one grade group is used, enter once and use an arrow down (↓).

Lunch		
Enhanced Food Based (Option 3)		*Traditional Food Based* (Option 4)
Preschool (if applicable)		4-12
K-6		K-3 (Optional)
7-12		Preschool (if applicable)
K-3 (Optional)		
*Only for school food authorities (SFA's) with prior approval from state agency.		
Breakfast		
	All Options	
	Pre-school (if applicable)	
	K-12	

11. **Portion Size:** For each menu item, record the planned portion size. Example: 5 chicken nuggets, ¼ cup peas, 2 tacos or 1 hamburger/bun. This information is essential to the receiving school/kitchen. This will help to ensure compliance with meal pattern requirements/nutrient analysis.

If different portions are planned for different grade groups, list on separate lines.

12. **Portion Tool:** For each menu item, identify portion control tool and specific size if appropriate, i.e. ½ cup ladle, #8 scoop, etc.

13. **Number of Portions Prepared:** For each menu item, record the number of portions prepared by the sending school/vendor.

14. **Temperature** (*Optional*)

- (CK) - Record temperature of hot/cold menu items as packed.
(RK) - Record temperature of hot/cold menu items when received.

Temperature of food is critical. Cold food should be at 40 degrees Fahrenheit or below. Hot food should be at 140 degrees Fahrenheit or higher. Check temperature before service begins and again at the end of service to ensure that equipment is holding food at safe temperatures.

15. **Number of Portions Leftover:** For each menu item, record the total number of portions leftover.

16. **Number of Portions Used:** For each menu item, record the total number of portions used.

$$\begin{array}{ccccc} \text{Number of} & & \text{Number of} & & \text{Number of} \\ \text{Portions Prepared} & \text{—} & \text{Portions Leftover} & \text{=} & \text{Portions Used} \\ (13) & & (15) & & (16) \end{array}$$

17. **Number of Portions Used (Reimbursable and Non-Reimbursable) -**

For each menu item, record the number of portions that were actually served to students as part of the reimbursable meal AND the number of non-reimbursable portions served. Non-reimbursable is defined as portions sold a la carte to students or adults and/or second portions sold or given away.

To determine a la carte sales:

- Use cash register keys;

- OR -

- Observe serving line(s) each day and manually record the number of non-reimbursable portions.

- OR -

- Instruct cashier to determine number of a la carte portions based on knowledge of student purchases.

Note: The total number of reimbursable and non-reimbursable portions must equal the figure entered in column 16: Number of Portions Used.

18. **Total Milk Usage:** Record, by type, the total number (reimbursable AND non-reimbursable) of 8 ounce portions or ½ pints of milk used.

Please Note:

Columns 1-4 and 6-14 (CK temp.): Completed by vendor/central kitchen.

Columns 5 and 14-18 (RK temp.): Completed by receiving kitchen/school.

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